



State of California
Employment Training Panel

Training Proposal for:
Lindy Office Products

Agreement Type: Small Business

Agreement Number: ET09-0285

Panel Meeting of: **October 17, 2008**

ETP Regional Office: **San Diego**

Analyst: K. Campion

CONTRACTOR:

- Type of Industry: Services:
Priority Industry: ☐ Yes ☒ No
- Contractor's # of Full-Time Employees
 - *California:* 41
 - *Worldwide:* 41
 - *Number to be trained:* 41
- Turnover Rate: 10%
- Repeat Contractor: ☐ Yes ☒ No

CONTRACT:

- Training Project Profile: Retrainee
- ETP Funding Amount: \$54,120
- In Kind Contribution: \$65,655
- Average Cost per Trainee: \$1,320
- Post Retention Wage: \$14.02
- Health Benefits: \$2.96 per hour
- Occupations to be Trained: Administrative Support Staff, Customer Service Staff, Warehouse Staff, Sales Staff, Supervisors/Managers, Owner
- Training Menu:
 - ☒ Business skills ☐ Literacy skills
 - ☐ Commercial skills ☐ Management skills
 - ☒ Computer skills ☐ Manufacturing skills
 - ☒ Cont. Improvement ☐ Other:
- Range of Hours: 8 - 60 Weighted Average: 60

- Multiple Job Numbers: ☐ Yes ☒ No
- County(ies) Served: Orange
- Union Representation: ☐ Yes ☒ No
- Subcontractor: To Be Determined
- Third Party Services: Ocean Consulting Group in Murrieta assisted with the development for a flat fee of \$2,500.

INTRODUCTION

Lindy Office Products (Lindy OP) is a wholesale merchandiser of office products, office furniture, and stationery supplies to customers located in California, Nevada, and Arizona. Founded in 1979, the company is a small business located in Orange.

Lindy OP faces increased pressure and competition from its major competitors, the majority of which are large office supply companies across the country. These competitors market through the Internet and via catalog directly to Lindy's local customers in southern California. As a result, Lindy OP must offer more services to compete nationally; thus its strategic goals are to enhance its Internet ordering sales and to expand and grow its national account programs.

To increase its competitive edge, Lindy OP must advance the skill level of its workforce; and, therefore, proposes class/lab training for its frontline staff in Business Skills, Computer Skills, and Continuous Improvement.

RECOMMENDATION

For the reasons set forth above, staff recommends approval of this proposal.